



Mail Date:

BYB:

Return to: Unemployment Insurance Agency  
P.O. Box 169  
Grand Rapids, MI 49501-0169

Fax to: 1-517-636-0427

Complete this form to provide wage information not available to the Unemployment Insurance Agency (UIA), but required to determine if you qualify for unemployment benefits. Your statement of wages provided on this form must be accompanied by proof; otherwise, the wages submitted will not be used to establish your benefit year. You must complete a separate form for each employer that has not provided wage information to the Agency on your behalf.

**NOTE: If your claim is established based on verifiable information you provide on this form, your claim may be subject to a redetermination if correct wage information is received from the employer.**

**INSTRUCTIONS: Type or print your responses (use blue or black ink) . Each number shown below refers to the box number on the reverse side of this form. If you have any questions, call the UIA at 1-866-500-0017 (TTY customers use 1-866-366-0004).**

1. Clearly print or type your last name, first name and middle initial.
2. If you worked under a different name or Social Security number, write that information in this box.
3. Enter the employer account number, if available (one digit per box).
4. Put your Social Security number in the boxes (one digit per box and no dashes).
5. Enter the Name of the Company.
6. Place the Federal Employer ID Number (FEIN) as shown on your W-2 in this box.
7. Provide the complete address of the employer (address, city, state, and zip code).
8. Provide the telephone number of the employer (include the area code).
9. Enter the first day you worked and the last day you worked for this employer.
10. Mark this box if you never worked for, or were not PAID by, the employer listed. You must request that the wages not be used on your claim. There are penalties for withholding employment information.
11. If you worked for the employer, report the **gross** wages (before taxes) paid to you in each calendar quarter identified on the reverse side. See calendar quarters below or go to our website: [www.michigan.gov/uia](http://www.michigan.gov/uia) for a calendar, Form UIA 1259.
  - If you know your **gross** wages for each quarter, complete only the Total Quarterly Wage box for each quarter, or you may use the spaces provided to list each pay date and amount to help you determine the Total Quarterly Wages.
  - If you have pay stubs, enter the pay dates (date of check or direct deposit payment) and **gross** wages paid on that date in the correct quarter.
12. You are required to send in clear, legible proof of wages, which can include check stubs, W-2s, payroll records, or a letter from the employer with payroll information. If you do not have proof of wages, you must explain why in the space provided. Put your name and Social Security number on any documents that you send to the UIA.
13. Carefully read the certification statement before you sign and date the form.

**Calendar Quarters:** There are four calendar quarters per year. The quarters are numbered and are the same from year to year. Each quarter contains three calendar months as follows:

<b>1st Quarter</b>	January 1	through	March 31
<b>2nd Quarter</b>	April 1	through	June 30
<b>3rd Quarter</b>	July 1	through	September 30
<b>4th Quarter</b>	October 1	through	December 31

**Example:** You may have worked during the last week of March (1st quarter), but were not paid until April (2nd quarter). Report these wages in the 2nd quarter (the quarter containing the date you were PAID).

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